

**APPROVED**

**TWINFIELD UNION SCHOOL BOARD MEETING MINUTES**

**Tuesday, January, 21, 2014, 7:00 p.m.- 9:00 p.m., Twinfield School Library**

**PRESENT:** Patrick Healy, Monica Light, Dan Gadd, Anh Ducharme, Jill Wilson; Administration: Nancy Thomas, Superintendent; Mark Mooney, Principal; Gus Dibble, Business Manager; Absent: Michael Nobles, Bob Gulardo, Assistant Principal; Christin Martin, Erin Hall

**Call to Order** Patrick Healy – 6:25 p.m.

**Public Input**

A community member asked about the status of the Red School House (former Superintendent's Office). Nancy replied that Central Office staff has been working to purge files from that building, while adhering to record retention procedures, and announcements of records availability as applicable. The supervisory union is discussing the sale of the building. Community member noted that the school improvement plan on the website requires a password and ID to view. Nancy stated this will be corrected. Community member asked if the auditor's report will be issued in time to go out to voters, Nancy stated that the report will be ready in another week.

**Consent Agenda**

- a. Approve January 14, 2014 Minutes – Under **Board Discussion**-Technology – add the phrase....*The Technology Committee noted that an increase in the technology budget represents re-alignment of budget line items....*Jill noted that in the Technology discussion, Jeff Everett mentioned Office 365, Sharepoint and Microsoft on-line services would be free. We currently do not access those services. Under **Board Action** – item c. correct the item to read....*Approve Sick Bank Request....*Dan Gadd moved to accepted the minutes as amended, Jill seconded – unanimously approved. A question arose concerning Windows XP which may be unsupported after April 2014. Nancy will ask Seth that question and report to the Board.

**Reports**

- a. **Superintendent Report** - Nancy Thomas
- None
- b. **Principal Report** – Mark Mooney
- None
- d. **Student Report** –
- None

**Board Discussion**

- a. FY15 Draft #3 highlights – Nancy
- Current budget 1.94% increase.

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- Faculty salary and wages have been estimated while negotiations are in process.
- Instruction – increase renaissance teacher from 4 days to 5 days per week. Add a .4 High School English teacher.
- Special Education – Act 153/Act 56 requires Special Education Professionals become employees of the Supervisory Union. Associated costs are in the SU budget. Para educators remain in the Twinfield budget.
- Co-Curricular – add \$2,500 for drama program
- Student Support – reduced, supports tier II students with intervention materials who are experiencing challenges in certain subject areas.
- Library Books – small increase.
- Technology – equipment replacement cycle in Fy15, annual PowerSchool cost and support services. Christina Kimball explained the technology budget. Wildbranch contract provides necessary tech support, systems maintenance, updates, system customizations and teacher support with student record programs.
- Jill asked for detailed technology inventory, revenue, expenditures, replacement schedule and asked to cut the proposed technology budget in half.
- Patrick asked board member for thoughts on the technology budget. Monica stated that the overall budget increase is less than 2% is reasonable, the \$7,000 increase in the technology budget is comfortable for her. Dan stated that improving technology at Twinfield Union School will benefit students current and future and he is in agreement with the budget. Jill would like to see additional cut to technology budget, Anh is in agreement with the budget presented.
- Principal’s Office – reduced. No further constructions changes and reductions in
- School Board – additional coats for services for ECO, outdoor program, grades k - 3.
- Operations and Maintenance – has been over budgeted in the past and also anticipating savings in electricity due to Lighting Project.
- Transportation – replaced part time bus driver that had been left out of current budget.
- “Local” Revenue, which includes all local state revenue – decreased. Also federal decreases meant local spending increases.
- Education Spending per Pupil – increased due to increased “Ed Spending and 7.84 decrease in Equalized Pupils
- Equalized Homestead Tax Rate - up \$.1461
- Behavioral Support – Mark explained Behavior Interns from Johnson State College working with Washington County Mental Health and the benefit of training behavioral support personnel for in-house intervention. This will increase capacity and decrease other personnel costs.
- Debt Service –new busses and lighting project add approximately \$50,000.

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- Business Manager, Gus Dibble explained the nuances of audit changes in balances and adjustments past, current and projected. Gus is working with auditors to address issues and to bring those balances to an even keel.
  - Gus recommended two adjustments from this budget draft toward deficit reduction. He and Nancy recommended borrowing additional funds to pay off accumulated deficits in both the capital and food service funds. The total borrowing would be \$113,736 and \$39,967 and would be paid off over 3 years. Each year would be \$51,234. Patrick asked for thoughts from the board. Dan, Monica, Jill comfortable with recommendations.
  - A comment from the public requested a projection column be added to budgets. Gus suggested that information may prove confusing. The board requested a projection column be added.
  - Monica suggested that going forward the board should expect the administration to present detailed budget each month throughout the year to allow the board to be aware of the status of the budget.
- b. Prepare for Budget Information Meeting
- Nancy discussed the Annual District meeting to be held March 3 (day prior to Town Meeting Day). A vote by town residents can change the date of the Annual meeting.
  - Nancy will confirm whether Article 8 should be an Australian ballot item.
  - Monica noted that the wording of Article 6 is unclear, Nancy will work to correct/clarify Article 6. Articles to be reviewed at January 28 meeting.
  - The group determined the following meeting dates and times.
    - The Budget Information meeting to be held February 25, 2014 at 7 p.m. in the school cafeteria. Jill moved to accept the February 25 Information meeting date, Dan seconded – unanimously approved
    - Annual Meeting to be held March 3, 2014, 7 p.m. No action taken, this meeting is mandatory.

**Adjournment:** 9:45 pm

Respectfully Submitted

Sylvia Charron, Transcriber